

Schedule 2

EQUAL OPPORTUNITY COMMISSION

Nebraska Records Management Division
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Lincoln, NE 68508
(402) 471-2559

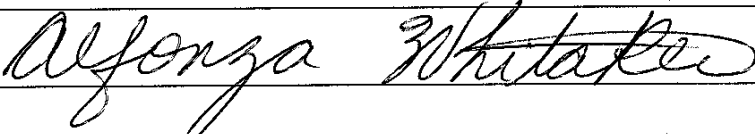
**REQUEST FOR APPROVAL OF RECORDS
RETENTION AND DISPOSITION SCHEDULE**

SCHEDULE NUMBER	2
AGENCY, BOARD OR COMMISSION	Equal Opportunity Commission
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of November 30, 1988	

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

PART I - AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE *		9-26-00
TITLE	EXECUTIVE DIRECTOR	DATE 9-26-00


PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE *		DATE Oct. 2, 2000
STATE ARCHIVIST		

PART III - APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE *		DATE 10-4-2000
ADMINISTRATOR		

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, regardless of the media on which they reside. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 2 – EQUAL OPPORTUNITY COMMISSION

2-1 ADMINISTRATIVE RECORDS

2-1-1 COMMISSION MEMBER LISTING

List of commission members, addresses, phone numbers, and date when term expires.
Dispose of when superseded.

2-1-2 COMMISSION MINUTES TAPES

CASSETTE RECORDINGS: Dispose of after 4 years.

TRANSCRIBED MINUTES: See Retention Schedule Item # 124-1-167.

2-1-3 COMMISSION PACKET

Confidential monthly packet distributed to branch offices and commissioners. Includes copies of all cases acted upon by the Commission.

Dispose of after 6 months.

2-1-4 EQUAL EMPLOYMENT OPPORTUNITY COMMISSION GRANT

Copies of contracts with the regional office of the EEOC for funds received by EOC. May also include Title VII and Age Forms 472 and 322.

Dispose of after 3 years, provided audit has been completed.¹

2-1-5 HUD GRANTS

Copies of contracts with HUD for funds received by the EOC.

Dispose of after 3 years, provided audit has been completed.¹

2-1-6 PERSONAL CAR PERMIT

Form developed to monitor car usage. Lists destination and time of appointment.

Dispose of concurrently with Expense Reimbursement Attachment, Retention Schedule Item #124-1-89.

2-1-11 PUBLIC HEARING DECISIONS

May include agency's Final Order, Recommended Order and Decision from the hearing examiner, copy of withdrawal form, and other related paperwork.

Microfilm and destroy after 5 years.

MICROFILM WORK COPY: Retain permanently.

MICROFILM SECURITY COPY: Transfer to the State Archives; retain permanently.

2-1-8 STAFF MEMBER LISTING

Listing of current employees in the Commission office.

Dispose of when superseded.

2-1-9 SUPERVISORY FILE

Copies of case review forms, various performance memoranda, performance reviews, case assignment forms and similar documents used to trace employee performance.

Dispose of 2 years after employee's termination date.

2-2 INVESTIGATIVE RECORDS

2-2-1 CASE ACTIVITY (MONTHLY AND SEMI-ANNUALLY)

Printouts indicate new cases filed, information on cases closed, information on cases assigned to individual field investigators, their status and length of time in their possession.

Dispose of after 3 years.

2-2-2 CASE ASSIGNMENT SHEETS

Forms which show the date a case is assigned for investigation and to whom it's assigned.

Dispose of after 1 month, provided printout is checked.

2-2-3 CASE DATA SUMMARY

Computer database contains six different computer screens that may be utilized for specific information on the status of each case entered. Screens may include: Case Information - Intake, Investigator Information, Determination Information, Conciliation, Public Hearing, and litigation information.

ELECTRONIC DATA: Dispose of after 5 years.

WORK PAPER COPY: Dispose of when no longer of reference value.

SECURITY BACKUP (MAGNETIC TAPE): Backup as required; dispose of after 5 years.

2-2-4 CASE PROCESSING LOGS

Logs of Case Data Summary database, Records Retention Item # 2-2-3, list information about a case which is entered into the computer.

Dispose of after 1 year.

2-2-5 EMPLOYMENT, HOUSING AND PUBLIC ACCOMMODATION CASE FILE LOG

Each case file is entered by number into a log which lists name of complainant and respondent, alleged discrimination, race/color, religion, sex, etc.

Dispose of after 1 year.

2-2-6 EMPLOYMENT, HOUSING AND PUBLIC ACCOMMODATION INVESTIGATION CASE FILES

Confidential investigation files deal with alleged discrimination in employment, housing and public accommodations. Files may include: "Charges of Discrimination" (GSA-KC-74-01375), complaints, investigation data, filings, pleadings, decision letters, recommendation orders, rulings, transcripts, miscellaneous forms, public hearings, civil actions, District Court proceedings, and "Final Investigation Reports."

Transfer to secure storage 6 months after case is closed; dispose of 5 years after case is closed.

2-2-8 INVESTIGATION CARD FILES

Card file maintained three access cards on each discrimination case file, by Respondent Card, by Complainant card and by Case Number Card. Only the Case Number Card is currently used. Provides names, addresses, and final disposition of case.

CASE NUMBER CARD: Dispose of after 5 years.

RESPONDENT CARD: Immediately dispose of obsolete record.

COMPLAINANT CARD: Immediately dispose of obsolete record.

2-2-10 LETTER OF DETERMINATION

Copy of notification sent to both parties, giving the reason for the Commission decision.

LETTER OF DETERMINATION ON REASONABLE CAUSE HOUSING CASES:

Retain permanently.

ALL OTHER LETTERS: Dispose of after 5 years.

2-2-9 MONTHLY INTAKE REPORTS

Report showing the breakdown of the types of discrimination charges taken in each month.

Dispose of after 1 year.

2-2-12 PRELIMINARY CHARGE FORM AND RELATED INTAKE DOCUMENTS

Form provides details on alleged discriminatory act which does not result in a Commission investigation. May also contain the Preliminary Charge File-No Jurisdiction.

Dispose of after 2 years.

2-2-13 SPECIAL COMPUTER REPORTS

Listings of particular information such as how many cases were filed against a certain respondent, or were filed under a certain basis, etc.

Dispose of when no longer of reference value.

2-3 DELETED RECORDS

2-1-7 SIGN OUT LOG

2-1-10 SUPPLY ORDER FORM

2-2-7 E.R. 120 – DAY REPORT

2-2-11 PRELIMINARY CHARGE FILE – NO JURISDICTION. Now part of 2-2-12, Preliminary Charge Form and Related Intake Documents.

2-2-14 TITLE VII AND AGE FORMS 472 AND 322. Now part of 2-1-4, Equal Employment Opportunity Commission Grant.

NOTE

1. These records may be disposed of after the required retention period, provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal size	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load	50 cubic feet